

ORD Las Vegas All Hands

February 28, 2018

Outline

- Directed Reassignment Process
- Human Resource (HR) Counseling and Support
- Employee Relocation Support
- VERA/VISP Update
- Ethics Reminder
- EAP Counseling and Support Contacts

Notices of Directed Reassignment Process

- Notices of Directed Reassignment are anticipated to be issued to ORD Federal employees in Las Vegas within the next few days
- Options for responding
 - Accept directed reassignment to new location
 - Decline directed reassignment, resulting in separation from EPA
- Options for reassignment location depend upon organization
 - NERL: RTP, NC or Cincinnati, OH
 - OARS: RTP, NC; Cincinnati, OH; Washington, DC; Corvallis, OR; Gulf Breeze, FL; Narragansett, RI; or Ada, OK
 - OSIM: RTP, NC; Cincinnati, OH; Washington, DC; Corvallis, OR; or Ada, OK
 - NHSRC: RTP, NC; Cincinnati, OH; or Washington, DC
- Directed reassignment will be effective no later than September 30, 2018
 - Employees can choose to relocate, separate, or retire earlier than September 30, 2018

Responding to Notice of Directed Reassignment

- A signed response from each ORD Federal employee in Las Vegas indicating their decision to either accept or decline the directed reassignment will be due no later June 29, 2018
- Responding early may be beneficial, depending on each employee's personal situation
 - Accepting the reassignment will allow the Federal Employee Relocation Center (FERC) to initiate the relocation process by developing a Relocation Authorization, which when signed, allows the employee to incur reimbursable costs.
 - Declining the reassignment will allow the HR SSC to issue a notice of proposed removal (effective September 30, 2018), which then makes the employee eligible for the Career Transition Assistance Program (CTAP) and Interagency CTAP (ICTAP).
- The HR SSC will be providing additional guidance on the reassignment process and ORD Las Vegas Federal employees may also contact their organizations HR support representative
 - NERL and NHSRC – Tessa Burmania (Burmania.Tessa@epa.gov or 919-541-5684)
 - OARS and OSIM – Nikki Davis (Davis.Nikki@epa.gov or 919-541-5317)

HR Counseling and Support

- A Retirement Specialist (Caterina Gillikin) from the RTP Human Resources Shared Service Center will be on site in Las Vegas from March 6-8th.
- Group session on Tuesday, March 6th from 9 to 11 AM covering the following topics
 - Overall review of the retirement process
 - Retirement forms
 - Health and Life Insurance
 - Medicare
 - Discontinued Service
 - VERA/VSIP
 - On-line services for annuitants
- Individual counseling sessions on March 6 – 8 to assist employees with annuity estimates, benefits, completing retirement forms and more.
- If you are interested in an individual counseling session (see email from Maria Gregorio sent on February 26)
 - Complete questionnaire by COB today (February 28th) and submit to Caterina Gillikin
 - Attend group session on March 6th
- Employees may also contact RTP HR-SSC for a virtual counseling session
- Contact information: Cat Gillikin at gillikin.caterina@epa.gov or (919) 514-0673.

Employee Relocation Support

- Federal employees accepting the directed reassignment to a new location are entitled to relocation support, including financial support for relocation expenses.
- The Federal Employee Relocation Center (FERC) will be conducting a webinar today at 11 AM for OARM and ORD staff.
 - See meeting invite sent yesterday for details on how to join the webinar.
- FERC will also be onsite in Las Vegas on March 20-21 to provide an in person overview of the relocation process and the support available to Federal employees, including individual counseling sessions.
- An additional FERC webinar could be scheduled if needed.

Employee Financial Support for Relocation

Transfer Between Official Stations in the Continental United States (CONUS)	
Relocation allowances that EPA-ORD must pay or reimburse	<u>Discretionary</u> relocation allowances that EPA-ORD will pay
(1) Transportation & per diem for employee & immediate family member(s) (Part 302-4 of the FTR).	(1) House-hunting per diem & transportation, employee & spouse only. (Part 302-5 of the FTR). – <u>Up to 5 days.</u>
(2) Miscellaneous moving expense (Part 302-16 of the FTR).	(2) Temporary quarters subsistence expense (Part 302-6 of the FTR). – <u>Up to 60 days.</u>
(3) Sell or buy residence transactions or lease termination expenses. (Part 302-11 of the FTR).	(3) Use of a relocation services company (Part 302-12 of the FTR). – <u>Home Sale Program.</u>
(4) Transportation & temporary storage of household goods (Part 302-7 of the FTR).	(4) Home marketing incentives (Part 302-14 of the FTR). – <u>3% / \$15,000 max.</u>
(5) Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (Part 302-10 of the FTR).	
(6) Relocation income tax allowances (RITA) ** (Part 302-17 the FTR).	

** Impacted by Federal tax reform, FERC will provide update

VERA/VSIP Update

- The agency is requesting authorization to offer Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Authority (VSIP) for ORD and OARM Federal employees in Las Vegas.
 - The agency is currently developing a VERA/VSIP business case which will be submitted to OPM and OMB for approval.
 - OARM believes that the VERA/VSIP authorization is highly likely to be approved
 - The agency will seek to expedite the request
- **VERA**
 - Eligibility: 50 years of age with at least 20 years of service or any age with at least 25 years of service
 - Entitles employee to annuity payments and health benefits before reaching full retirement age.
- **VSIP**
 - Up to \$25K incentive payment for separation from federal employment
 - VSIP will be available to staff that are VERA eligible
 - VSIP will also apply to those that not VERA eligible but are involuntarily separated from the Agency
 - Lesser amount of \$25K or severance pay calculation
- Agency VERA/VSIP proposal will likely require retirement no later than June 30, 2018.

Ethics Reminder: Seeking Employment and Post Employment General Guidance

- Seeking Employment: You cannot participate in official matters that will have a direct and predictable effect on the financial interests of any person or entity with whom you are seeking employment.
 - Example: If you are currently working with a non-federal entity on a specific party matter (e.g., contract, grant, or CRADA), then you must cease working on that specific party matter as part of your EPA duties BEFORE you ask the entity if they are interested in hiring you.
- Post Employment: You cannot represent back to the United States (including EPA) by making an appearance or any other communication on behalf of another with the intent to influence an official on the same specific matter that you worked on personally and substantially.
 - Example: You cannot work for a non-federal entity on the same specific party matter (e.g., contract, grant, or CRADA) on which you worked when you were an EPA employee.
- More detailed guidance is available
 - On line training: <http://intranet.epa.gov/ogs/ethics/training.htm#leavingfederalservice>
 - Contact OGC/Ethics at ethics@epa.gov
- Please note that individual circumstances matter so employees are strongly encouraged to talk to an ethics official (ethics@epa.gov) for advice about their particular situation.

Employee Assistance Program (EAP) Counseling and Support

- Las Vegas EAP Coordinator - Todd Baker (919-541-4307)
- EAP Counseling Referral (1-800-869-0276)

Questions?